



NEGLECT NOT THE GIFT THAT IS IN THEE

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Dear Parent(s) / Carer(s)

**RE: Work Experience: Monday 29<sup>th</sup> June – Friday 3<sup>rd</sup> July 2025**

I am delighted to launch Work Experience with our Year 10 students and with you as their parents and carers. Work Experience is a wonderful and incredibly valuable experience. It provides students with an insight into the world of work, helps build key life skills (supports our school values of Compassion, Integrity, Aspiration and Courage) and helps students to think more about their futures.

As always, your support is invaluable! Work Experience takes a huge amount of time, work and effort from the school, students and from you as parents and carers. I ask you for your support in helping with finding placements, communicating directly with placements and making sure that you are completely up-to-date with all of the Work Experience information throughout the year.

Keeping students safe whilst on Work Experience is our top priority. Nearer the time we will share with you our safeguarding procedures and ask you to please follow them carefully.

**Each student is required to find their own placement.** Once a student has secured a placement, they must complete the attached form in full and return it to Student Services in school. **The deadline for final completion is Wednesday 25<sup>th</sup> March but we would expect most students to submit their form before this point.** We need to see that students have secured a placement at this point in order for us to proceed with Work Experience. It is important that this is something that every student takes part in. To support students, I will collate a bank of placements from previous offers and from connections we have as a school – in the past we have secured around 30 placements this way.

Please see attached the launch assembly I delivered on Friday 9 January and the placement form for completion. Each Year 10 student will receive one printed copy but may need to print more themselves. The form can be emailed to Work Experience providers or they can be given a paper copy. You can also find the form and assembly PowerPoint on our website <https://www.wsfg.waltham.sch.uk/workexperience>

Please do contact the school on [info@wsfg.waltham.sch.uk](mailto:info@wsfg.waltham.sch.uk) if you have any questions, **or if you are able to support the school further by offering a placement for one or more of our students.**

Many thanks, once again for your ongoing support.

Kind regards

Marianna Philippou  
Assistant Headteacher

